



CITY OF LEESBURG SPECIAL EVENT APPLICATION FORM

Please submit **Form B** if the special event is an **"Intermediate Event"**. An Intermediate Event per Chapter 26 of the Leesburg Code of Ordinances is defined as a Special Event of one day or more in duration, **does not include the sale or distribution of alcohol** and has an estimated cost of between \$1,000.00 and \$5,000.00 in City services, staff overtime and equipment usage. **Intermediate Special Event applications must be submitted 90 days prior to the Special Event.** All backup materials must be submitted 45 days prior to the Special Event.

PLEASE COMPLETE ALL INFORMATION - DO NOT LEAVE ANY SPACES BLANK
WRITE N/A IN SPACES THAT DO NOT PERTAIN TO YOUR EVENT
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED
PLEASE PRINT USING BLACK INK OR TYPEWRITER

Return application to:
 Community Development Office
 204 N. 5th Street, Leesburg, FL 34748
 City Contact: Special Events Coordinator - (352) 728-9760

Section 1 – Applicant Information

Name of Event:					
Name of Applicant (last, first, middle)					
Street Address					
City		State		Zip	
Home Phone		Work Phone			
Cell Phone		E-mail Address			
Website		D.L. # / State			
Corporation/Organization Name or D.B.A.					
State of Incorporation		Tax ID #		Sales Tax #	
Business Street Address					
Mailing Address (if different from above)					
City		State		Zip	
Current City of Leesburg Business License #					

Section 2 – Event Information

Location of Event/Street Address			
Owner of property where event is to be held (if private property, a letter authorizing use by the owner must be included)			
Date(s) of Event(s)	Hours of Event	Set-up Date and Time	Clean-up Date & Time

Promoter of the Event			
Promoter's Address			
Promoter's Phone			
Sponsor(s) of Event			
On-site Event Manager (if different from above)			
Event Manager's Home Phone		Cell (required)	
Event Manager's E-mail Address			
Event Manager's Address			
City		State	
		Zip	

Briefly Describe Event			
Has this event ever been held at another location?		Yes	No
If yes, where?			
When?			
Has the applicant/organization ever had a liquor license or event permit denied, revoked, or suspended?		Yes	No
If yes, explain:			
Will there be an admission charge?		Yes	No
If yes, how much?			
Expected daily attendance:		Peak attendance:	
Describe audience			

Will there be musical entertainment?		Yes	No
If yes, what type?			
If yes:	Number of stages:	Number of Bands:	
Type of Music:			
Will there be sound amplified entertainment?		Yes	No
If yes, please indicate:	Start time	AM/PM	Finish time
			AM/PM
Will there be live entertainment		Yes	No
Will sound checks be conducted prior to the event		Yes	No
If yes, please indicate:	Start time	AM/PM	Finish time
			AM/PM

Please describe sound equipment that will be used for your event:

Will there be any inflatable, climbing walls, game tables, kid activities, hot air balloons, or similar devices?		Yes		No
If yes, please describe				

Will there be fireworks, rockets, or other pyrotechnics		Yes		No
If yes, please describe				

Will there be signs, banners, decorations, special lighting?		Yes		No
If yes, please describe				

Will there be any items sold?		Yes		No
If yes, please describe				

Will there be contracted concessionaires?		Yes		No
If yes, please describe				

How close are the nearest residences?				
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Will you need water hook-ups?		Yes		No
If yes, please describe				

Will you need electrical hook-ups?		Yes		No
If yes, please describe				

Will there be:							
Tents or canopies?			Yes		No	Size(s)	
Open flames or cooking?			Yes		No	Explain	
Temporary fencing?			Yes		No	Explain	

Will there be:					
First aid locations?			Yes		No
Portable toilets?			Yes		No
Electrical services/generators?			Yes		No
Event coordinator must provide (attach list of providers)					
Carnival/amusements?			Yes		No
Spotlights?			Yes		No

Description of any other activities at the event:

Section 3 – Site Plan

Event Site Plan - Please include with this application a site plan of the event area indicating the location(s) of the following:	
Activity/Amusement areas	Merchandise/Food vendors
Barriers & Barricades	Open flames/cooking areas
Carnival/Amusement rides	Parking
Controlled access/admission areas	Portable toilets
Electrical services/Generators	Recycling container
Emergency access	Stage(s)/Amplified sound equipment
First aid stations	Temporary fencing
Handicap parking/access areas	Temporary water service
In / Out gates	Tents/Canopies
Liquor distribution/Control areas Transportation transfer areas	

Closure of Public Access Areas – Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes and directional signs, as well as the time period of the closure, must be submitted for the proposed closure of any streets, sidewalks, alleys, right-of-ways, parking lots or any other public access area. Notice of closure must be posted 72 hours prior to the event.

Note: If possible, please submit all plans on 8 1/2" by 11 " paper. Plans must show all street names around location and identified in part by distance from 2 nearest cross streets.

Section 4 - Insurance

Copies of all certificates of insurance required must be attached and must show the name of the event and dates of the coverage prior to the issuance of the event permit. Please have your insurance company FAX the certificate to the attention Community Development 352-326-6617 at least 30 days prior to the event date.
General Liability Insurance - A certificate of commercial general liability insurance <u>naming the City of Leesburg as an Additional Insured</u> is required for all events taking place on City property. The certificate must indicate the date, time, and location of the event. The person/organization listed on the certificate must be the applicant. The commercial general liability policy shall be written on an occurrence basis including person injury, property damage and products liability coverage's with limits of at least \$1,000,000 . Higher limits may be required if event includes hazardous activities.
Automobile Liability Insurance Certificate of insurance with a minimum of \$500,000 coverage per occurrence is required if automobiles or any other licensed motor vehicles are used as part of the event and must name the City of Leesburg as an Additional Insured.

Section 5 – Fees & Cost Recovery

Fees for events will vary greatly, depending on the resources your event will require. Fees will be charged based on the requirements of the Special Events ordinance.	
* Electrical permit must be obtained before any work can begin, and fees paid at time of permit issuance. Permit must be at the event location or inspector will not approve electrical. Inspection requires 24 hours advance notice.	
Deposits may be required for such things as keys for park gates, water meters, recycling containers, cleaning, or damages. Deposit amounts depend on the type of deposit, number of days, or activities of an event.	
Direct Costs	<ol style="list-style-type: none"> 1. Direct costs will be billed to applicant for damage, including cost of materials and labor to repair damage 2. Overtime costs incurred by City personnel may be billed to applicant. 3. Costs for the use of City equipment (i.e.: light towers, dumpsters, barricades, etc...) may be billed to the applicant.

Section 6 - Indemnification

Applicant/Permittee agrees to indemnify and hold harmless the City of Leesburg and its agencies representatives, employees and officers from and against any and all claims, liabilities, damages or judgments, caused by or arising out of (a) dealings between the Applicant/Permittee and third parties, (b) the issuance of this permit, and (c) the City's approval of security provisions regarding Applicant's proposed event for which this application is being prepared. This indemnification includes the costs of litigation and counsel fees. Applicant/Permittee agrees, at its own expense, to defend all of the persons to whom this covenant extends against any such claim. The Applicant/Permittee shall have full control of the defense of any litigation and may settle, compromise or adjust the same, provided, however, that the City, on relieving the Applicant/Permittee in writing of indemnification, shall have the right, if it so elects, to conduct any such litigation at its own expense by its own counsel.

Applicant's Signature	Date

Section 7 - Certification

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. This permit is not transferable to any other individual or group.

Applicant's Signature	Date